

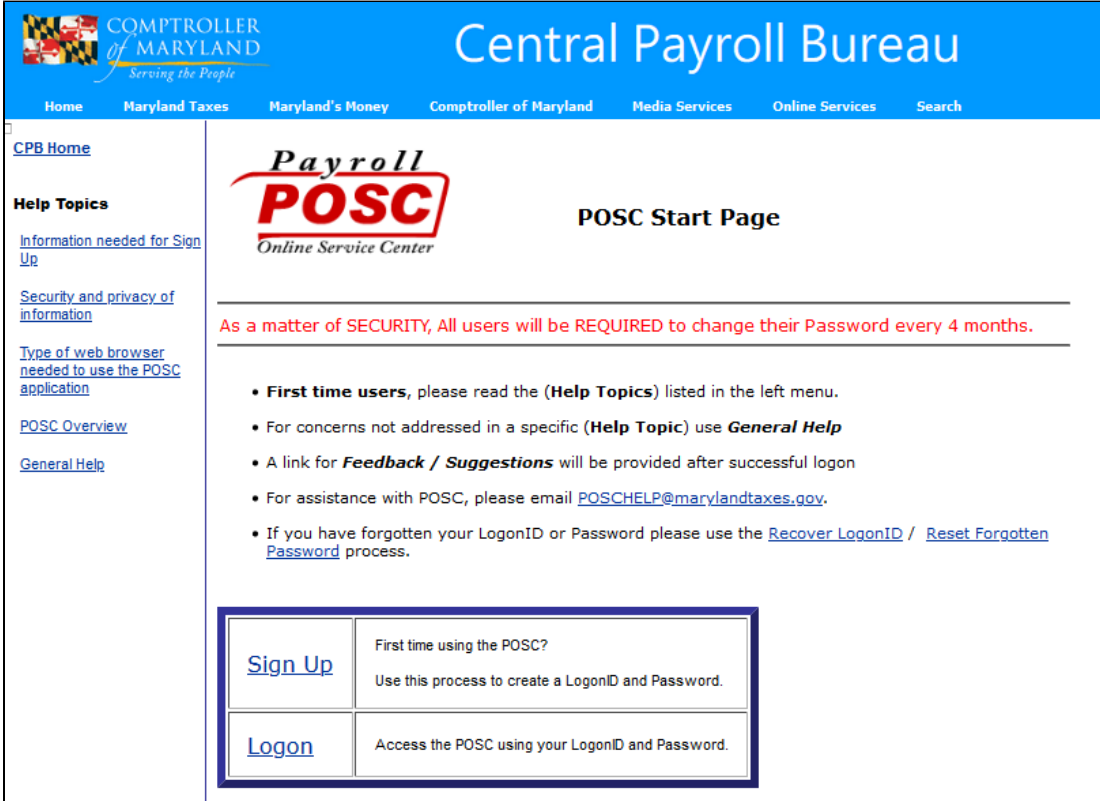
How to find your W number for SPS Workday

In order to login to Workday to view benefits for the state of Maryland you must have your W#.

Follow the instructions below to find your W#.

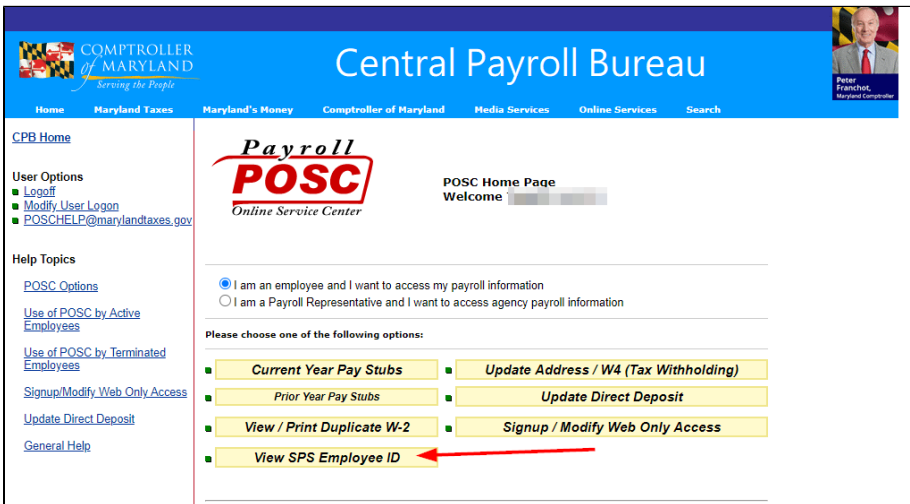
Go to <https://interactive.marylandtaxes.gov/Extranet/cpb/POSC/User/Start.aspx> and login to Maryland's Payroll Online Service Center.

If you do not have an account choose **Sign Up** and complete needed information.



The screenshot shows the 'Central Payroll Bureau' website. The header includes the Maryland state logo and 'COMPTROLLER of MARYLAND serving the People'. Navigation links include Home, Maryland Taxes, Maryland's Money, Comptroller of Maryland, Media Services, Online Services, and Search. The main content area features the 'Payroll POSC Online Service Center' logo and the title 'POSC Start Page'. A red warning message states: 'As a matter of SECURITY, All users will be REQUIRED to change their Password every 4 months.' Below this, a list of instructions for first-time users and those with forgotten credentials is provided. At the bottom, there are two buttons: 'Sign Up' (with a sub-header 'First time using the POSC? Use this process to create a LogonID and Password.') and 'Logon' (with a sub-header 'Access the POSC using your LogonID and Password.'). A left sidebar contains 'CPB Home' and 'Help Topics' with links for sign-up information, security, browser requirements, and general help.

Once logged in select **View SPS Employee ID**.



The screenshot shows the 'POSC Home Page' after logging in. The header is identical to the previous page. The main content area displays the 'Payroll POSC Online Service Center' logo and a 'Welcome' message. Below the logo, there are two radio button options: 'I am an employee and I want to access my payroll information' (selected) and 'I am a Payroll Representative and I want to access agency payroll information'. Underneath, a section titled 'Please choose one of the following options:' lists several menu items: 'Current Year Pay Stubs', 'Update Address / W4 (Tax Withholding)', 'Prior Year Pay Stubs', 'Update Direct Deposit', 'View / Print Duplicate W-2', 'Signup / Modify Web Only Access', and 'View SPS Employee ID'. A red arrow points to the 'View SPS Employee ID' option. A left sidebar contains 'CPB Home', 'User Options' (Logoff, Modify User Logon, POSCHELP@marylandtaxes.gov), and 'Help Topics' with links for POSC options, active/terminated employees, web-only access, direct deposit, and general help. A small profile picture of Peter Franchot, Maryland Comptroller, is visible in the top right corner.

Your W# is listed as your **Employee ID** at the top of the page.



Central Payroll Bureau

[Home](#) [Maryland Taxes](#) [Maryland's Money](#) [Comptroller of Maryland](#) [Media Services](#) [Online Services](#) [Search](#)

[CPB Home](#)

User Options

- [Logoff](#)
- [Modify User Logon](#)
- POSHELP@marylandtaxes.gov

Help Topics

[General Help](#)

Your Employee ID is:

Use your Employee ID as your USERNAME when you log into The HUB (Learning Management System).

This will also be your username for the Workday Statewide Personnel System (SPS).

You can access The Hub by clicking here: [The Hub](#)

You can access The SPS workday by clicking here: [SPS](#)

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If you are unable to find your W# from this process you must contact HR for assistance.